



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## POLICY AND BUDGET ANALYST IV

Job Number: 20001760

Job Code: 94350V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 12/16/1988

Job Revised: 02/24/2006

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Executes the budgeting, policy planning, organizational, management, and intergovernmental relations policies and processes of the executive branch on behalf of the State Budget Director. Provides oversight and direction to staff on projects on a regular and recurring basis. Advises Cabinet Secretaries in the analysis and resolution of issues of a sensitive nature; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with either a bachelor's degree or a graduate degree.

#### **EXPERIENCE:**

Must have three years of experience in statewide budgeting in either the state budget office, the Legislative Research Commission's budget-related entities, an agency budget office, or in the executive or legislative budget offices of another state government.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs independent analysis in the evaluation of policy and budgetary alternatives available to program cabinets relating to the resolution of issues which are typically unique and sensitive in nature. Prepares briefing materials for presentation to the Cabinet Secretaries, State Budget Director, Governor, Legislative Committees, press and other organizations. Executes the enacted appropriations bill for program cabinets by advising executive management with respect to central management policy. Advises agency management in the preparation of the biennial Executive Budget and prepares recommended budget for assigned cabinets for review by the State Budget Director and Governor. Reviews and analyzes proposed legislation and other documents and reports to assess the impact on assigned cabinets. Analyzes legislative action at the state and federal level by monitoring legislative hearings and studies; maintaining a working knowledge of federal law, regulation and policy and the impact on Kentucky's programs; and monitoring the activities of other states to assess the potential application of their efforts in Kentucky. Directly supports the State Budget Director and Deputy State Budget Director in testimony before legislative bodies such as the Appropriations and Revenue and Capital Construction Committees in connection with the budgetary process. Make presentations to groups or organizations related to assigned program cabinets. Coordinates the work of staff in efforts such as the execution of the budgetary process for assigned agencies, development of the budget request manual, and the establishment and maintenance of accounting systems for capital construction and other similar programs. Serves as the State Budget Director's representative for all designated purposes.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*